



## RECOVERY ACT



The United States Department of Justice, [Office on Violence Against Women](#) (OVW) is pleased to announce that it is seeking applications for the Recovery Act Grants to Indian Tribal Governments Program.

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (the "Recovery Act"). As one of its many elements, the Recovery Act provides the U.S. Department of Justice (DOJ) with funding for grants to assist state, local, and tribal law enforcement (including support for hiring), to combat violence against women, to fight internet crimes against children, to improve the functioning of the criminal justice system, to assist victims of crime, and to support youth mentoring. DOJ is committed to working with our national, state, local and tribal partnerships to ensure this funding invests in the American workforce.

Specifically, under this solicitation, OVW will be making awards to enhance the ability of tribes to address violence against Indian women.

# OVW Recovery Act- Grants to Indian Tribal Governments Program

## Eligibility

Applicants are limited to Federally recognized Indian Tribal Governments.  
(See "Eligibility," page 6)

## Deadline

Registration with **GMS** is required prior to application submission.

**Applicants must obtain a DUNS number from Dun and Bradstreet prior to application submission. Applicants, including those applying through GMS, must register with the Central Contractor Registration (CCR) database.**

Letters of intent to apply should be submitted by **March 23, 2009.**

All applicants should register online with GMS by **March 26, 2009.**

All applications are due by 8:00 p.m. e.t. on **April 9, 2009.**

(See "Deadline For Applications," page 6 )

### **Important Note to Prospective Applicants**

This solicitation is issued pursuant to the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), which was signed into law by President Obama on February 17, 2009. As of the date this solicitation is issued, government-wide guidance is still forthcoming on various aspects of the Act.

Applicants are strongly advised to check the appropriate website and [www.ovw.usdoj.gov/recovery-applicants.htm](http://www.ovw.usdoj.gov/recovery-applicants.htm) periodically (including before submitting an application) for updates to this solicitation and its associated requirements. Additional information may become available that could affect project proposal narratives, timelines, budget requests, certifications, and other matters related to applications.

Award recipients will be required to follow any applicable provisions of government-wide guidance that may be issued pursuant to the Recovery Act.

### **Contact Information**

For assistance with the programmatic requirements of this solicitation, contact OVW at (202) 307-6026.

This application must be submitted through OJP's Grants Management System (GMS). For technical assistance relating to the on-line application system, call the Grants Management System Support Hotline at 1-888-549-9901, option 3.

**Note:** The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

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# **OVW Recovery Act Grants to Indian Tribal Governments Program**

## **(CFDA 16.806)**

### **Overview**

The American Recovery and Reinvestment Act of 2009 (Public Law 111-5) (the “Recovery Act”) appropriated funding for this program which was authorized by 42 U.S.C. 3796gg-10.

The stated purposes of the Recovery Act are to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive State and local tax increases.

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board and a new website – Recovery.gov – to provide information to the public, including access to detailed information on grants and contracts made with Recovery Act funds.

**Note:** Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the OVW Director, who may also give consideration to factors including, but not limited to, underserved populations, geographic distribution, strategic priorities, past performance, and funding availability when making awards.

### **About the Office on Violence Against Women**

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging State, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

### **About the OVW Recovery Act Grants to Indian Tribal Governments Program**

The Grants to Indian Tribal Governments Program (Tribal Governments Program) was created in Title IX of the Violence Against Women Act of 2005. The Tribal Governments Program is designed to fulfill the three goals of Title IX: (1) to decrease the number of violent crimes committed against Indian women; (2) to help Indian tribes use their independent authority to respond to crimes of violence against Indian women; and (3) to make sure that people who commit violent crimes against Indian women are held responsible for their actions.<sup>1</sup> The Recovery Act Tribal Governments Program can help fulfill the goals of the Recovery Act by

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<sup>1</sup> Pub. L. No. 109-162, Title IX, § 902 (codified at 18 U.S.C. §3796gg-10)

funding grantees to hire new personnel, develop databases, renovate of housing, and help victims achieve economic independence.

## Deadline: Letter of Intent

If you intend to apply for Recovery Act funding under this program, you are encouraged to submit a letter stating that you intend to apply for funding. **The letter will not obligate you to submit an application.** The letter should be submitted to OVW by **March 23, 2009**. You may send the letter to OVW at [OVW.VAIW@usdoj.gov](mailto:OVW.VAIW@usdoj.gov). You **can** still submit an application for funding if you do not submit a Letter of Intent.

## Deadline: Registration

### Registering with OJP's Grants Management System (GMS)

Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. The registration process for organizations includes: (1) Obtaining a Data Universal Numbering System (DUNS) number; (2) Registering your organization with the Central Contractor Registration (CCR) database; and (3) Registering with GMS prior to applying.

**The deadline to register is 8:00 p.m. Eastern Time on March 26, 2009.**

**A DUNS number is required.** All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required.** In addition to the DUNS number requirement, OVW requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via GMS are already registered with CCR, as it is a requirement for GMS registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on April 9, 2009**. In addition, applicants must send a hard copy via an overnight delivery method, dated by **April 9, 2009**.

## Eligibility

**It is very important that applicants review this information carefully. Applications that are submitted by non-eligible applicants will be removed from further consideration during an initial review process.**

Eligible applicants for the Recovery Act Grants to Indian Tribal Governments are limited to **Federally recognized Indian Tribes**. Federally-recognized Indian tribes have three options when preparing an application under this program:

- An individual Federally-recognized Indian tribe can submit its own application; or
- An individual Federally-recognized Indian tribe can identify an agency or organization to apply for funds on its behalf as the tribe's **authorized designee**; or
- Two or more Federally-recognized Indian tribes can submit an application as **a tribal consortium**.

Applications from the authorized designee of a Federally recognized Indian tribe or from a tribal consortium must include a resolution from the tribal communities that will be served by the proposed project. (Please see Appendix E of *A Guide to Understanding the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program* for more information about tribal resolutions.)

An application received from an individual Federally recognized Indian tribe, an authorized designee of a Federally recognized Indian tribe, or a tribal consortium, must also satisfy two other requirements in order to be eligible for Recovery Act Tribal Governments Program funding:

### (1) Program Scope

You must submit a proposal that includes at least one of the activities that is listed on page 9 of this solicitation. Your application cannot be considered for funding unless it includes at least one of the activities from the list.

### (2) Collaboration Requirement

You must show that your proposed project will be implemented with help from a specific organization or group of people that have experience in helping victims of domestic violence, dating violence, sexual assault, or stalking. (Please see pages 11-13 of *A Guide to Understanding the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program* for more detailed information.) There are three ways to satisfy this requirement:

- Implementing your project with help from a **nonprofit, nongovernmental Indian victim services provider organization**, including faith-based and other community organizations, in the tribal or local community, such as a domestic violence shelter program or a rape crisis center; or

- Implementing your project with help from a **nonprofit, nongovernmental tribal domestic violence or sexual assault coalition**, including faith-based and other community coalitions, if there is one in your community; or
- Implementing your project with help from an **advisory committee** made up of women from the tribal community that will be served by the proposed project.

Each eligible applicant must submit a **Letter of Support** from its required collaborative partner. More details about the contents of the letter and how it will be evaluated can be found on pages 20-21 of this solicitation. (Please see Appendix D of the *A Guide to Understanding the FY 2008 Grants to Indian Tribal Governments and Sexual Assault Services Program* for a sample Letter of Support.)

Some applicants may be qualified to submit a letter of exemption from the collaboration requirement. If you are a **nonprofit, nongovernmental Indian victim services organization**, or a **nonprofit tribal domestic violence or sexual assault coalition** that is acting as the authorized designee of a tribe, then you must submit a **Letter of Exemption** instead of a Letter of Support. See pages 21-22 of this solicitation for details about the content of the letter and how it will be evaluated. (Please see Appendix D of *A Guide to Understanding the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program* for a sample Letter of Exemption.)

#### **Additional Requirements related to the Recovery Act (including certification requirements):**

Reporting on the Use of Funds. In order to be eligible to receive funds under this solicitation, applicants must certify that they will satisfy the reporting requirements of section 1512(c) of the Recovery Act, which requires detailed reporting (including reporting on subawards) not later than ten calendar days after the end of each calendar quarter. Detailed information on section 1512(c) appears below, under "Accountability and Transparency under the Recovery Act." A template for the certification is included in the Appendix B. Applicants may expect that a standard form and/or standard reporting mechanism will be made available at a future date.

#### **Funding to Faith-Based and Community Organizations**

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity

by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If the applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive Federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see [www.ovw.usdoj.gov/recovery-applicants.htm](http://www.ovw.usdoj.gov/recovery-applicants.htm).

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "OJP Recovery Act Additional Requirements" webpage, which can be found at the web address shown above.

(Please see Appendix A for more information on faith-based and community organizations.)

## **OVW Recovery Act Grants to Indian Tribal Governments Program – Specific Information**

***All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Applicants also should anticipate that awards under the Recovery Act will be one-time awards and accordingly should propose project activities and deliverables that can be accomplished without additional DOJ funding.***

### **What Type of Applicant is My Tribe?**

There are three types of applicants for the Recovery Act Tribal Governments Program:

New Applicants: A tribe, tribal consortium, or authorized designee that has never before received funding from OVW, or a tribe or organization that has received OVW grant funding in the past, but that does not currently have an active OVW grant award.

Current Grantees: Any tribe or organization that currently has at least one active grant award from any OVW grant program may apply for this Program, but must propose activities that are separate and distinct from activities that are currently supported with OVW funds.

Note: Both new applicants and current grantees that applied for Federal Fiscal Year 2009 Tribal Governments Program funds are eligible for Recovery Act Tribal Governments Program funds but must propose activities that are separate and distinct from those proposed in their 2009 applications.

### **Award Period**

The award period for these grants will be 36 months. **All budgets must reflect 36 months of project activity, and the total "estimated funding" (block 15) on the SF-424 must reflect 36 months.**

### **Award Amounts**

New applicants may apply for grant awards of up to \$450,000. Current grantees may request funding up to \$1 million.

**OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.**

### **Program Scope**

In order to receive funding, your tribe, tribal consortium, or authorized designee must propose to do at least one of the activities listed below. You do not have to propose more than one of the activities, but you can if you feel that you can accomplish more than one activity during the award period.

OVW staff will read each application as part of the **internal review** process. If your application proposes an activity that is not on the list at all, or if your application proposes an activity that is only partially on the list, then up to 25 points may be deducted from the final score for your application. If your application does not propose any of the activities on the list then it will be removed from funding consideration.

### **Statutory Program Purposes**

Tribal governments can use Recovery Act Tribal Governments Program funds to do the following:

- Develop and enhance effective plans for the tribal government to reduce violent crimes against Indian women and help keep them safe. The plans to reduce the violence and keep Indian women safe can be based on tribal law and customs.
- Increase the ability of the tribal government to respond to domestic violence, dating violence, sexual assault, and stalking committed against Indian women.
- Strengthen the tribal criminal justice system's ability to get involved with stopping violence against Indian women. This may include improving the ability of tribal law enforcement officers, prosecutors, judges and other court staff, probation officers, and the staff at tribal jails to become involved in stopping violence against Indian women.
- Improve services that are available to help Indian women who are victims of domestic violence, dating violence, sexual assault, and stalking.
- Work with the community to create education and prevention campaigns that are designed to inform members of the tribal community about domestic violence, dating violence, sexual assault, and stalking programs, and that also increase the community's awareness about the needs of children who have witnessed domestic violence.
- Provide supervised visitation and safe exchange programs that allow children to visit with their **non-custodial parent** in cases where one parent has committed an act of domestic violence, sexual assault, or stalking against the other. In cases where the court has ordered that the non-custodial parent have supervised visitation with the child, the program should create a place where that parent can have a supervised visit with the child. If the court has not ordered supervised visitation, then the program should offer a safe, neutral place for the non-custodial parent of the child to pick the child up and return the child for unsupervised visitation. A supervised visitation and safe exchange program must have appropriate security measures, policies, and procedures so that victims and their children are safe.

- Provide transitional housing assistance for victims of domestic violence, dating violence, sexual assault, or stalking. The assistance provided to victims may include housing, money for rent, utilities, a security deposit, or other minor costs related to moving into transitional housing. A transitional housing assistance program may also offer victims support and services necessary to help the victim locate and secure permanent housing.
- Provide legal advice and representation to victims of domestic violence, dating violence, sexual assault, or stalking who need assistance with legal issues that are caused by the abuse that they have suffered. The legal assistance should be provided at minimal or no cost to the victim.

### **Program Priority Areas**

OVW encourages proposals that address the following activities, which are likely to further the purposes of the Recovery Act for job retention and creation and economic growth:

- Establishing partnerships with institutions of higher education, including tribal colleges, community colleges, and four-year universities, to offer victims of domestic violence, dating violence, sexual assault, and stalking financial assistance to help pay for educational costs that are not otherwise covered by financial aid, such as costs for GED programs or vocational programs, as well as assistance with books, supplies, rent and utilities, childcare, and transportation costs (**Note:** The need for this support must be linked to the victimization and support services designed to facilitate victim recovery and encourage victims to obtain economic independence from abusers must be provided);
- Renovating facilities/houses for use as shelter, safe homes, or transitional living units;
- Hiring staff, acquiring necessary equipment, or executing contractual agreements to support tribal efforts to comply with the mandates of the Federal Sex Offender Registration and Notification Act; or
- Preserving or maintaining staff positions related to providing direct services to victims of domestic violence, dating violence, sexual assault, and stalking, or creating new, temporary positions that help tribal governments to address domestic violence, dating violence, sexual assault or stalking.

### Activities that May Compromise Victim Safety

The following is a list of activities that have been found either to decrease victim safety or to allow offenders to escape responsibility for their actions. (Please see pages 22-25 of *A Guide to Understanding the FY 2008 Grants to Indian Tribal Governments and Sexual Assault Services Program* for a detailed explanation about why these specific activities have been prohibited). OVW strongly encourages you not to include these activities in your application for funding:

- Offering criminal defendants who have been charged with crimes related to domestic violence, dating violence, sexual assault or stalking the option to avoid prosecution by agreeing to participate in another type of program (such as a drug court), or agreeing not to commit another crime for a specific period of time;
- Ordering victims and offenders to attend mandatory couples counseling or mediation;
- Operating domestic violence batterer intervention programs that are not court-ordered or court-monitored;
- Operating anger management classes instead of batterer intervention programs;

- Using procedures that would force victims of domestic violence, dating violence, sexual assault, or stalking to testify against their abusers;
- Requiring victims of domestic violence, dating violence, sexual assault, or stalking to file for a protection order or file criminal charges against their abuser as a condition for receiving services;
- Using practices or procedures that fail to protect the confidentiality of victims; and
- Referring victims to Child Protection Services solely for failure to protect their minor child from witnessing domestic violence.

OVW staff will read each application as part of the internal review process. If OVW concludes that your application contains one or more activities that might compromise victim safety, then you may receive a reduction in the overall score for your application.

#### Unallowable Activities

There are some activities that Recovery Act Tribal Governments Program funds may not be used to support. The following activities are prohibited:

- Lobbying or lobbying-related activities, including the development and/or distribution of materials and travel to a state or national meeting for the sole purpose of lobbying (at any level of Federal, state, local or tribal government);
- Fundraising;
- Research projects; and
- Investigating, prosecuting, or providing services for child victims of rape, sexual assault, or stalking that are not related to a domestic violence incident.

You will be asked to remove any activities that are on either of the lists above from your application if it is selected for funding.

#### **Renovations allowable under the Recovery Act Tribal Governments Program**

For purposes of the Recovery Act Tribal Governments Program, funding may be used for renovations. All tribes may use funds for minor renovations that do not change the basic prior use of the facility or the size. Examples of such renovations include painting, replacing carpet, hanging window treatments, and making needed repairs such as electrical or plumbing repairs. If tribes want to use funds for more serious renovations, such as putting in modular housing units for victims, the tribe will need to prepare an environmental assessment for OVW approval. Grantees that include renovations will need to follow certain steps to ensure compliance with environmental and historic preservation requirements before they are allowed to access funds for this purpose. However, construction is not allowable under this program.

**Non-supplanting:** Federal funds must be used to supplement existing State and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 3)

<http://www.ojp.usdoj.gov/financialguide/index.htm>. Additional information appears on the “OJP Recovery Act Additional Requirements” webpage at [www.ovw.usdoj.gov/recovery-applicants.htm](http://www.ovw.usdoj.gov/recovery-applicants.htm).

#### **Recovery Act: Buy American**

All applicants that propose to use grant funds to construct, alter, maintain, or repair a public building or public work should be aware that the Recovery Act (in section 1605) contains a “Buy American” provision that applies to iron, steel, and manufactured goods, subject to certain

exceptions. The provision is to be applied in a manner consistent with United States obligations under international agreements. Government-wide guidance on this provision is not yet available, but is expected. For the text of section 1605, please refer to the “OVW Recovery Act Additional Requirements” webpage at [www.ovw.usdoj.gov/recovery-applicants.htm](http://www.ovw.usdoj.gov/recovery-applicants.htm).

#### **Recovery Act: Wage Rate Requirements**

All applicants should be aware that the Recovery Act contains a provision on wage rate requirements that concerns projects funded or assisted by Recovery Act funds that employ laborers and mechanics. See section 1606 of the Recovery Act, the text of which appears on the “OVW Recovery Act Additional Requirements” webpage at [www.ovw.usdoj.gov/recovery-applicants.htm](http://www.ovw.usdoj.gov/recovery-applicants.htm). Government-wide guidance on this provision is not yet available, but is expected.

#### **Recovery Act: Contracts**

Generally speaking, the Recovery Act places special emphasis on the use of fixed-price contracts awarded through competitive procedures. As information becomes available, OVW will provide guidance to applicants as to what, if any, particular procurement requirements or procedures may apply to contracts awarded with Recovery Act grant funds, apart from those that appear in 28 C.F.R. Part 66 and 28 C.F.R. Part 70.

#### **Recovery Act: Limit on Funds**

The Recovery Act specifically provides that funds may not be used by any State, local, or tribal government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

#### **Recovery Act: Use of Funds in Conjunction with Funds from Other Sources.**

Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate, to meet the reporting and other requirements of the Recovery Act and other applicable law. There can be no commingling of funds. (See “Accountability and Transparency under the Recovery Act,” below.)

## **Accountability and Transparency under the Recovery Act**

#### **Separate Tracking and Reporting of Recovery Act Funds and Outcomes**

Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds (including DOJ grant funds from non-Recovery-Act grants awarded for the same or similar purposes or programs). Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds.

The accounting systems of all recipients and subrecipients must ensure that funds from any award under this Recovery Act solicitation are not commingled with funds from any other source.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

### Quarterly Financial and Programmatic Reporting

Consistent with the Recovery Act emphasis on accountability and transparency, reporting requirements under Recovery Act grant programs will differ from and expand upon OVW's standard reporting requirements for grants. In particular, section 1512(c) of the Recovery Act sets out detailed requirements for quarterly reports that must be submitted within 10 days of the end of each calendar quarter. Receipt of funds will be contingent on meeting the Recovery Act reporting requirements.

Under this Recovery Act program, quarterly financial and programmatic reporting will be required, and will be **due within 10 calendar days after the end of each calendar quarter**, starting July 10, 2009.

<b>Programmatic and Financial Reporting Periods</b>	<b>Due Dates</b>
October- December	January 10
January- March	April 10
April-June	July 10
July-September	October 10

The information from grantee reports will be posted on a public website. To the extent that grant funds are available to pay a grantee's administrative expenses, those funds may be used to assist the grantee in meeting the accelerated time-frame and extensive reporting requirements of the Recovery Act.

Recovery Act grant recipients may expect that the information posted by OVW will identify grantees that are delinquent in their reporting. In addition, in keeping with standard OVW practice, grant recipients who do not submit required reports by the due date will not be permitted to draw down funds thereafter, during the pendency of the delinquency, and may be subject to other appropriate actions by OVW, including, but not limited to, restrictions on eligibility for future OVW awards, restrictions on draw-down on other OVW awards, and suspension or termination of the Recovery Act award.

Funding recipients may expect that a standard form and/or reporting mechanism may be available. Additional instructions and guidance regarding the required reporting will be provided as they become available. For planning purposes, however, all applicants should be aware that the Recovery Act section 1512(c) provides as follows:

Recipient Reports- Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains--

- (1) the total amount of recovery funds received from that agency;
- (2) the amount of recovery funds received that were expended or obligated to projects or activities; and
- (3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including--
  - (A) the name of the project or activity;
  - (B) a description of the project or activity;
  - (C) an evaluation of the completion status of the project or activity;
  - (D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and

(E) for infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.

(4) Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

### **Reporting Fraud, Waste, Error, and Abuse**

Each grantee or subgrantee awarded funds made available under the Recovery Act is to promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has submitted false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds.

You may report potential fraud, waste, abuse, or misconduct to the U.S. Department of Justice, Office of the Inspector General (OIG) by:

**Mail:** Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

**E-mail:** [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

**Hotline:** (contact information in English and Spanish): 1-(800) 869-4499

**Fax:** (202) 616-9881

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig/>.

The Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross management, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to section 1553 of the Recovery Act.

## **Performance Measures**

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime	<b>1)</b> The number and percentage of arrests relative to the number of police responses to domestic violence incidents; <b>2)</b> The number of tribes receiving grant funding; and <b>3)</b> The number of victims receiving requested services.	This information will be provided to OVW through semi-annual progress report forms. Please see <a href="http://muskie.usm.maine.edu/vawamei/tribgovtdraft.htm">http://muskie.usm.maine.edu/vawamei/tribgovtdraft.htm</a> for a sample form.
<i>Recovery Act:</i> Create and preserve jobs and promote economic recovery.	<b>1)</b> Number of jobs retained due to Recovery Act funding.  <b>2)</b> Number of jobs created due to Recovery Act funding.	This information will be provided to OVW through quarterly financial and programmatic reporting described on page 13.

## How to Apply

**Grants Management System Instructions.** Applications, including supporting documentation, must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

**Note: OVW will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Word Perfect (\*.wpd), Microsoft Excel (\*.xlm), PDF files (\*.pdf), or Text Documents (\*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure that any Word documents you are submitting are saved using "Word 97-2003 Document (\*.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

In addition, applicants must send **via overnight delivery** a complete hard copy original of the application **dated by April 9, 2009** to:

**The Office on Violence Against Women  
U.S. Department of Justice  
Attn: Tribal Unit  
800 K Street NW, Ste. 920  
Washington, D.C. 20001**

Certain assurances are agreed to electronically on GMS. These do not need to be included in the hard copy submitted for consideration.

#### **CFDA Number**

The Catalog of Federal Domestic Assistance number for this program is 16.806 titled "Grants to Indian Tribal Governments Discretionary Grants Program."

## **What an Application Must Include**

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove the application from consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Reviewers will not receive materials submitted beyond those required by this solicitation.

Your application must follow certain formatting requirements. Your application must meet the following requirements:

- Double spaced
- 8 1/2 x 11 inch paper
- One inch margins all around
- Font size must be at least 12 point, preferably Times New Roman font
- The total Project Narrative (Items A-F below) cannot be more than 8 pages

#### **Application for Federal Assistance (SF-424)**

You will fill out the SF-424 online through GMS. You must print out a copy of this form and include it in the hard copy of your application that will be sent via overnight delivery to OVW.

The Catalog of Federal Domestic Assistance Number for the Recovery Act Grants to Indian Tribal Governments Program is 16.806. Please add this number to block # 10 on the SF-424. In box #7, please do not check "Other." Please also be sure that the amount of Federal funding requested on the SF-424 matches the amount of Federal funding requested in your budget.

It is your responsibility to make sure that the information for the **authorizing official** and the alternate point of contact is filled out correctly. The authorizing official is an individual authorized to accept grant funds on behalf of your tribe or organization. Please do not type in all capital letters.

**Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)**

Please carefully review the assurances and certification forms online at GMS. You will not be able to submit your application online if you do not agree to ***all*** of the assurances and certifications. These forms will be considered to have been submitted when you submit your application online through GMS. Please print these forms and include them in the hard copy of your application.

**OMB Tracking Form “Survey on Ensuring Equal Opportunity for Applicants” (DOJ Form 560)** All private nonprofit organizations who apply for OVW funding are requested to fill out DOJ Form 560. This form will assist DOJ in making sure that all qualified applicants, small or large, non-religious or faith-based, be provided equal opportunity to compete for Federal funding. This form must be completed online through GMS. **You should not print it out for the hard copy original.**

**Narrative (Total 65 Points)**

There are six parts to the Project Narrative. The six parts should be submitted as one single document through GMS and in the hard copy of your application that you will submit by overnight delivery. The six parts of the Project Narrative are as follows:

A. Summary Data Sheet (No more than one page and single-spaced)

Please identify the following:

- The name of the tribe or organization that has submitted the application.
- Whether or not the application is from a ***new applicant*** or a ***current grantee***.
- Name, title, address, phone number, and e-mail address for the authorized official.
- Name, title, address, phone number, and e-mail address for the individual who will serve as the primary point of contact for this grant application.
- The name of each Federally recognized Indian tribe that will be served by the proposed project.
- The name of the applicant’s nonprofit partner organization.
- The total population of the community or communities that will be served by the project.
- Whether or not the application addresses the Recovery Act Tribal Governments Program Priority Areas (see page 10 of this solicitation for details).
- The total amount of Federal funding requested in the budget.
- A list of other Federal grant programs from which your tribe or organization currently receives funding to address violence against women or for which it has applied in Federal Fiscal Year 2009;
- Current grantees applying for funding must provide the award number and total award amount for their current OVW grant award, and must also provide the unobligated balance of funds as of the date of the application;
- If your tribe or organization receives funding from another OVW grant program you must still provide the award number, total award amount, and unobligated balance of funds as of the date of the application for each of your current OVW grant awards; and
- Under Federal law, the authorized official who signs the application may not be a Federal employee.

B. Purpose of Application (10 points)

Applicants should provide the following information on no more than one page

- What is the total population of the area that would be served by the proposed project? How many American Indians and Alaska Natives reside in the proposed service area?
- Briefly describe the problem(s) related to domestic violence, dating violence, sexual assault, or stalking that you are proposing to address:
- Please provide local statistics that can help illustrate the scope of the problem in your community:
- What efforts have been made to address the problem(s) in the past? Were the past efforts successful? Why or why not?

C. What Will Be Done (30 points)

Applicants should provide the following information on 4 pages or less:

- List of goals and objectives
- 36-month timeline which details the specific tasks associated with the goals and objectives that will be accomplished in each of the 12 quarters of the grant award period, as well as the name/title individual(s) or the name of the consultant(s) or contractor(s) who will be responsible for the tasks.

D. Who Will Implement the Project (10 points)

Applicants should list the following information on one page or less:

- Name/title of all staff members whose salaries will be paid with grant funds, including whether or not the positions are full or part-time, and the title of the immediate supervisor for the position.
- Name of each individual or organization who will be hired as a consultant on the project, or who will be providing contractual services for the proposed project.

E. Economic Recovery (10 points)

Applicants for the Recovery Act Tribal Governments Program must provide an explanation of how funding under this Program will be used to create or retain jobs and promote economic growth.

F. Sustainability Plan (5 points)

Applicants should address the following in one page or less:

The Recovery Act Tribal Governments Program is a competitive, one-time only award program. You are not guaranteed to receive continuation funding for your project in the future if you are selected to receive an award. You must include a plan in your application that explains how the tribe will pay for the program if it does not receive any future Federal funding. The plan must include sound strategies for preserving the project on a long-term basis, and in it you must demonstrate that you have the capacity and the commitment to sustaining the project on a long-term basis.

The plan will be scored based on whether it includes reasonable and realistic plans to continue to pay for the project in the future. **Continuation or supplemental funding is not guaranteed; applicants are always encouraged to seek additional means of support to sustain their current projects.**

### **Budget Detail Worksheet and Narrative (Total 15 Points)**

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in GMS. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should clearly show how each item of cost was calculated. It should cover the cost of all components of the project. There must be a clear link between the activities proposed in the Project Narrative and the items included in the budget section. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the Project Narrative.

You must fairly compensate each agency, organization, or independent consultant that will be working on the project. This means that you must pay them for their time spent working on the project, and pay for their travel costs if they must travel to work on the project. **The budget must include compensation for all services provided by project partners, including *nonprofit, nongovernmental Indian victim services programs and tribal domestic violence or sexual assault coalitions.***

### **Budget Limits**

New applicants may apply for grant awards of up to \$450,000. Current grantees are encouraged to carefully consider the amount of funding that is necessary and may apply for up to \$1,000,000.

**OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.**

### **Budget Requirements**

The following is a short list of budgetary guidelines:

- You are strongly discouraged from requesting consultant rates in excess of \$450 per day.
- You **may not** use any OVW funds for conducting research. However, you can budget up to 1% of the total budget to pay for activities related to measuring the effectiveness of the grant-funded project. For example, funds may be used to conduct before and after testing of training recipients, or to conduct victim satisfaction surveys. You cannot use any personal information that may allow someone to identify a victim or training participant when you collect, analyze, or give out information related to the testing or survey results.
- New applicants only **are required** to allocate funds in the amount of **\$10,000** (applicants from Alaska should allocate **\$15,000** to account for higher travel costs) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Current grantees should not include these funds.
  - Travel costs for staff or employees of your tribe or organization must be properly itemized in the "Travel" Category. Travel costs for consultants, or the staff or employees of your partner organization(s), must be properly itemized under the "Consultant Travel" sub-category.
  - If your application is selected for funding, and you did not include the required set-aside amount, you will not receive additional funds for this purpose. You will

be required to adjust your budget so that the required amount of funding is included in your budget for OVW training and technical assistance.

- You must provide an estimated breakdown for the set-aside amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.).
  - These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW.
  - Any training and TA funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW.
  - Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers or tribal domestic violence or sexual assault coalitions.
  - You **may not** budget funds to attend any non-OVW sponsored training or technical assistance events. If your application is selected for funding you will be able to use funds from the required OVW travel set-aside to attend non-OVW sponsored training and technical assistance events so long as you obtain prior permission to do so from OVW.
- 
- You are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the OJP's Office of the Chief Financial Officer. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at [http://www.ojp.usdoj.gov/training/fmts\\_general.htm](http://www.ojp.usdoj.gov/training/fmts_general.htm).
  - You **may not** use grant funds to pay stipends or any other type of compensation to members of your **advisory committee**; however, you can use grant funds to offer transportation assistance such as mileage reimbursement to members of the committee.
  - A Sample Budget Detail Worksheet is available in Appendix B of *A Guide to Understanding the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program*.
  - Your budget and budget narrative should be submitted online at GMS as one attachment. Your budget must be easy to read and legible.
  - When preparing your budget, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

### Letter of Support (Total 20 points)

You are required to submit a letter of support from your nonprofit partner. If you plan to satisfy the partnership requirement by partnering with an **advisory committee** of women from the tribal community that will be served by the proposed project, you must also submit a **single** letter of support.

If you will be partnering with either a **nonprofit, nongovernmental Indian victim services provider** or a **tribal domestic violence or sexual assault coalition**, including faith-based and other community organizations and coalitions, then the letter of support should:

- Identify the name of the organization, the date that it was founded, and where it is located;
- Specify whether or not the organization exists primarily to serve the needs Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking;
- Highlight the services that the organization currently provides to Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking;
- Highlight the expertise of the organization's staff in addressing the needs of Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking;
- Provide specific details about how the organization has helped to create the application for funding;
- Provide specific details about the duties that the organization will assume in developing and implementing the proposed project; and
- State the total amount of compensation that the organization will receive to support its role in implementing the project.

The letter should be signed and dated by the chief executive officer (e.g., Executive Director or President) of the partner organization. Applicants are ***strongly discouraged*** from submitting more than one Letter of Support.

If your tribe or tribal consortium will satisfy the partnership requirement by partnering with an ***advisory committee*** comprised of women from the community that will be served by the proposed project, then the letter of support should:

- Identify by name the members of the committee or the women who have agreed to organize a committee;
- Specify whether or not any of the committee members are survivors of domestic violence, dating violence, sexual assault, or stalking;
- Specify whether or not any of the committee members have experience in providing services to Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking;
- Provide specific details about the role that the committee has played in creating the application for funding; and
- Provide specific details about how often the committee will meet and what role the committee will play in developing and implementing the proposed project.

The **single** letter of support should be signed and dated by each committee member.

#### **Letter of Exemption (Total 20 Points)**

If you are a ***nonprofit, nongovernmental Indian victim services agency*** or a ***nonprofit tribal domestic violence or sexual assault coalition*** that is submitting an application as the ***authorized designee*** of a tribal government, then you may submit a Letter of Exemption instead of a Letter of Support. The Letter of Exemption should include the following information:

- The year that your organization was started and a statement about its primary mission;

- A detailed description of the type of services that your organization currently provides to Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking;
- Highlight the expertise of your organization's staff in addressing the needs of Alaska Native or American Indian victims of domestic violence, dating violence, sexual assault, or stalking;
- A description of your organization's history of working with the tribal community that will be served by the project, including the date that your organization first began to serve the women of the community;
- A description of the process that was used to develop the application for funding, including when and how often the tribe was consulted about the content of the application; and
- A statement about the process that will be used to make sure that the project is meeting the needs of the women of the tribal community that will be served by the project.

**Note:** Applicants may submit a Memorandum of Understanding (MOU) as an attachment to support their application, but an MOU cannot be used to replace the required Letter of Support or Letter of Exemption. Applications submitted without the required Letter of Support or Letter of Exemption will be considered incomplete and may be removed from further consideration for funding.

#### **Letter of Nonsupplanting**

Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to Appendix C of the *A Guide to Understanding the FY 2009 Grants to Indian Tribal Governments and Sexual Assault Services Program* for a sample letter.

#### **Financial Capability Questionnaire**

If your organization is a nonprofit, nongovernmental organization, and you have never received funding from OVW or OJP before, or you have not received funding within the last three years, then you must complete a Financial Capability Questionnaire. The form can be found at [http://www.ojp.usdoj.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.usdoj.gov/funding/forms/financial_capability.pdf). Applicants should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit your organization's current year's audit report with the Financial Capability Questionnaire.

#### **Indirect Cost Rate Agreement**

If your organization is requesting indirect costs for this project, please include a copy of your current, signed Federally-approved indirect cost rate agreement. If you need additional information on this requirement, please go to <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

#### **Tribal Resolution(s)**

If you are an organization acting as the **authorized designee** of a Federally recognized Indian tribe or a **tribal consortium** you must include a resolution from each Federally recognized Indian tribe that will be served by the proposed project. Each resolution must:

- Authorize you to submit an application on behalf of the Federally recognized Indian tribe; and

- State the tribe's support for the project and its commitment to participate in the project if it is selected for funding.

The resolution(s) must be current. The resolution(s) must be submitted as an attachment with the hard copy of your application for funding.

### **Position Descriptions and Resumes**

Please be sure to include a copy of a position description for each new position that will be created with grant funding as an attachment to the hard copy of your application. You should also include copies of resumes or *curriculum vitae* for each employee and each individual consultant who will be paid with grant funding.

### **Recovery Act Certifications**

Applicants must certify that they will meet the reporting requirements of the Recovery Act. A form for this certification is found at Appendix B.

## **Selection Criteria**

In addition to the criteria above, all applications will also be rated on the following:

#### **A. Purpose of the Application (10 points)**

- The extent to which your application describes the specific problem(s) related to addressing domestic violence, dating violence, sexual assault, or stalking that will be addressed through this grant application.

#### **B. What Will be Done (30 points)**

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which project activities can realistically be completed within the grant cycle;
- The extent to which the proposal does not include activities that compromise victim safety; and
- The extent to which project activities are clearly described and reflect sound and/or innovative strategies to improve victim safety and offender accountability.

#### **C. Who Will Implement the Project (10 points)**

- The extent to which the name of each agency, organization, or independent consultant that will be involved with implementing the project is clearly identified;
- The extent to which each individual's knowledge of, or experience in, addressing domestic violence, dating violence, sexual assault, or stalking is clearly identified; and
- The extent to which the names and titles of key individuals from each agency or organization who will be involved with developing and implementing the proposed project are clearly identified.

D. Economic Recovery (10 points)

- The extent to which the application proposes strategies that seem likely to create or retain jobs and promote economic growth.

E. Sustainability Plan (5 points)

- The extent to which the applicant proposes feasible strategies to preserve project activities long-term.

F. Budget (15 points)

- The extent to which the budget is reasonable and within established limits;
- The extent to which the budget includes the required travel set-aside to attend OVW-sponsored training and technical assistance events (if applicable);
- The extent to which the budget does not include costs for non-OVW sponsored training and technical assistance events;
- The extent to which all budget calculations are clearly identified and accurate;
- The extent to which the budget does not include costs to support activities that may compromise victim safety;
- The extent to which the budget does not include costs to support activities that are unallowable or that exceed the statutory scope of the Recovery Act Grants to Indian Tribal Governments Program;
- The extent to which the budget includes fair and reasonable compensation for all project partners, including nonprofit, nongovernmental partners; and
- The extent to which all budget costs bear a direct and logical connection to the goals and objectives of the proposed project.

G. Letter of Support or Letter of Exemption (20 points)

- The extent to which the Letter of Support or Letter of Exemption demonstrates that the collaborative partner will have a meaningful opportunity to participate in the development and implementation of the proposed project; and
- The extent to which the Letter of Support or Letter of Exemption demonstrates that the collaborative partner meets all of the eligibility criteria to act as a partner for the project.

In addition to the criteria above, all applications will be rated on the extent to which they provide all of the information set out in the solicitation and meet all of the criteria specified. In reviewing applications, reviewers will evaluate the application as a whole.

The total points possible for an application are 100 (65 points for the Project Narrative, 15 points for Budget, and 20 Points for the Letter of Support/Letter of Exemption). Applications with the highest composite scores will be considered for funding.

## Review Process

OVW is committed to ensuring a standardized process for awarding grants. OVW reviews the applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation. All applications will be subject to an initial review by OVW staff and an

internal peer review that will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. Applications that are partially beyond the scope of the program will receive funding consideration, however, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review include the following:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 9);
- Whether all statutory eligibility criteria are met (see page 6);
- Whether the application proposes significant activities that may compromise victim safety (see pages 10); and
- Whether the proposed budget is within the established limits (see page 19).

In addition, applications will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs' (OJP) financial requirements, or did not comply with special conditions from previous grants, may not be considered for funding or points may be deducted during the review process.

**OVW will not use an external peer review process for the Recovery Act Tribal Governments Program. All applications will be reviewed internally.**

OVW is committed to ensuring a competitive and standardized process for awarding grants. Internal peer reviewers will be reviewing the applications submitted under this solicitation. An internal reviewer is an expert on the program requirements and statutory purposes of OVW grant programs, who is a Federal government employee. During the internal peer review all applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by an internal peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include past performance, geographic distribution, regional balance, policy priorities, and available funding.

After the internal peer review is finalized, a financial review of all potential discretionary awards and cooperative agreements is conducted to evaluate the fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately explain project costs; and determine whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the OVW Director, who may also give consideration to past performance, geographic distribution, regional balance, funding availability, and policy priorities when making awards.

## **Additional Requirements**

Successful applicants selected for awards under this Recovery Act solicitation must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly

encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ovw.usdoj.gov/recovery-applicants.htm](http://www.ovw.usdoj.gov/recovery-applicants.htm). References to OJP and its components are deemed to refer to OVW, as applicable.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements, includes Single Audit Act Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Recovery Act Reporting Requirements; Section 1512(c) of the Recovery Act
- Section 1511 of the Recovery Act: Certifications
- Section 1602 of the Recovery Act: Preference for Quick-Start Activities
- Section 1604 of the Recovery Act: Limit on Funds
- Section 1605 of the Recovery Act: Buy American

- Section 1606 of the Recovery Act: Wage Rate Requirements
- Section 1607 of the Recovery Act: Additional Funding Distribution and Assurance of Appropriate Use of Funds
- Section 1609 of the Recovery Act: Relating to National Environmental Policy Act

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications.

## OVW Application Checklist

**Applicants must submit a fully executed application to OVW via overnight delivery,** including all required supporting documentation. **Applications will not be accepted via facsimile. Although most parts of the application need to be submitted through GMS as well as in hard copy form, it is the hard copy that will be reviewed.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet and project narrative;
- The budget, budget summary, and budget narrative;
- Letter of Support/Letter of Exemption;
- Letter of Nonsupplanting;
- Financial Capability Questionnaire (if applicable);
- A current Federally-approved Indirect Cost Rate Agreement (if applicable);
- Tribal Resolution(s) (if applicable);
- Position descriptions and resumes; and
- Certification as to Recovery Act Reporting Requirements.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard-copy original of the application, **postmarked by April 9, 2009** to:

**The Office on Violence Against Women**  
**Attn: Tribal Unit**  
**800 K Street NW, Suite 920**  
**Washington, DC. 20001**

## GLOSSARY OF TERMS

There are a number of terms that are used in the solicitation that may not be familiar to you. OVW has created this Glossary to help you understand some of these terms.

**Advisory Committee:** A committee made up of women from the tribal community/communities that will be served by the proposed project. Ideally, these women should either be survivors of domestic violence, dating violence, sexual assault, or stalking, or advocates who have worked with survivors of domestic violence, dating violence, sexual assault or stalking. The committee should provide advice and guidance to the tribal government on how to deliver services to victims that meet their needs.

**Authorized Designee:** An organization that submits an application for funding on behalf of a Federally recognized tribe. For example, a nonprofit, nongovernmental Indian victim services organization, a nonprofit, nongovernmental tribal domestic violence or sexual assault coalition, a faith-based, or community-based organization, or a tribal police department may act as the authorized designee of a tribe.<sup>2</sup>

**Authorizing Official:** An individual who is authorized to accept grant awards on behalf of your tribe or organization.

**Award Period:** The length of time that you will have to spend the money if you receive a grant award. The award period for the Recovery Act Grants to Indian Tribal Governments Program is 36 months.

**Current Grantee:** Any tribe, organization, or tribal consortium that has at least one active grant award that has not been closed-out from any OVW grant program.

**Federally recognized Indian Tribe:** A tribe, band, pueblo, nation or other organized group or community of Indians, including any Alaska Native village or regional or village corporation, that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Indian Victim Services Provider:** A nonprofit, nongovernmental victim services organization whose primary mission is to provide assistance to victims of domestic violence, dating violence, sexual assault, or stalking. The staff and leadership of the organization must include individuals who have a demonstrated history of providing assistance to American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking.

**Internal Review:** OVW Program Specialists will review each application received in response to this solicitation. There are three goals for this review: (1) to determine if the applicant has satisfied all of the eligibility requirements for this program; (2) to determine if the application is complete; and (3) to determine whether Current Grantees seeking continuation funding have accomplished the goals and objectives of their previously funded projects and whether they have substantially complied with the administrative and reporting requirements for their current grant awards.

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<sup>2</sup> See the Appendix A for more information on faith and community-based organizations.

**Letter of Exemption:** An Indian victim services provider or a tribal domestic violence or sexual assault coalition that is acting as the authorized designee of a Federally recognized Indian Tribe should submit a letter of exemption instead of a letter of support with its application for funding.

**Letter of Intent:** The purpose of this letter is to let OVW's Tribal Unit know that your tribe might submit an application for funding. You can still submit an application for funding if you do not submit a letter of intent. Submitting a letter does not obligate you to submit an application for funding.

**Letter of Support:** A Federally recognized Indian Tribe or a consortium of Federally recognized Indian tribes must submit a letter of support from either: (1) a nonprofit, nongovernmental Indian victim services provider; (2) a tribal domestic violence or sexual assault coalition; or (3) a committee of Indian women from the community that will be served by the grant-funded project.

**New Applicant:** A tribe or organization that has never before received funding from OVW, or a tribe or organization that has received OVW grant funding in the past, but that does not currently have an active OVW grant award.

**Non-Custodial Parent:** The parent who does not have primary custody of the children.

**Tribal Coalition:** A nonprofit, nongovernmental, grassroots organization created for the purpose of addressing domestic violence or sexual assault committed against American Indian or Alaska Native women.

**Tribal Consortium:** Either (1) an application for funding submitted by one Federally recognized Indian tribe for the benefit of at least one other Federally recognized Indian tribe; or (2) an application for funding submitted by an existing formal tribal consortium such as an inter-tribal council, or health care consortium. Each member of the consortium must be a Federally recognized Indian Tribe.

## **APPENDIX A**

### **Letter for Faith Based and Community Organizations**



## U. S. Department of Justice

### Office on Violence Against Women

800 K Street, NW, Suite 920

Washington, DC 20530

March 9, 2009

Dear Tribal Government Applicant:

In the Eligibility section of this solicitation you may have noticed that there is a statement on faith-based and community organizations. It is the policy of the United States Department of Justice to include a general statement on the requirements of Executive Order 13279 in the solicitation for each of its grant award programs. The Executive Order is meant to encourage faith-based and community organizations to submit applications for Federal grant award funding when they are eligible to do so. However, the Executive Order does not change the statutory eligibility requirements for the Recovery Act Grants to Indian Tribal Governments Program (Tribal Governments Program).

Title IX of the Violence Against Women Act of 2005 makes it clear that only "Indian tribal governments, or [the] authorized designee of Indian tribal governments" are eligible to receive funding from the Recovery Act Tribal Governments Program. Faith-based and community organizations **are not eligible** to receive Recovery Act Tribal Governments Program funding **unless** they are the authorized designee of an Indian tribe. The Office on Violence Against Women (OVW) has put in place policies that will prevent an ineligible applicant from receiving Recovery Act Tribal Governments Program funding.

The staff from OVW's Tribal Unit will read each application in its entirety during the internal review process. Part of the internal review will include checking each application to make sure that it is complete, and that the applicant has satisfied all of the program eligibility requirements in this solicitation. Any organization that submits an application for Recovery Act Tribal Governments Program funding as the authorized designee of an Indian tribal government must submit a resolution from the tribe which authorizes the organization to apply for funding on behalf of the tribe.

Please feel free to contact a member of the OVW Tribal Unit staff at (202) 307-6026 if you have any further questions or concerns regarding this matter. We look forward to receiving your application for Recovery Act Tribal Governments Program funding.

Sincerely,

A handwritten signature in black ink that reads "Lorraine P. Edmo".

Lorraine P. Edmo  
Deputy Director for Tribal Affairs

## **APPENDIX B**

### **CERTIFICATION AS TO RECOVERY ACT REPORTING REQUIREMENTS**

U.S. DEPARTMENT OF JUSTICE  
OFFICE ON VIOLENCE AGAINST WOMEN

**Recovery Act – Grants to Tribal Governments Program**

Certification as to Recovery Act Reporting Requirements

On behalf of the applicant entity named below, I certify the following to the Office on Violence Against Women, U.S. Department of Justice:

I have personally read and reviewed the section entitled “Accountability and Transparency under the Recovery Act” in the program announcement for the Recovery Act grant program identified above. I have also read and reviewed section 1512(c) of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5), concerning reporting requirements for grants. I agree that the applicant will comply with the reporting requirements set forth therein with respect to any grant the applicant may receive under the Recovery Act grant program identified above.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office on Violence Against Women, grants, including certifications provided in connection with such grants, are subject to review by the Office on Violence Against Women, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office on Violence Against Women).

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Printed Name of Certifying Official

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Full Name of Applicant Entity

\_\_\_\_\_  
Date